

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for your offer to join [Company Name] as a [Job Title]. I am excited about the opportunity to contribute to your team.

I am pleased to accept the offer; however, I would like to discuss and confirm the following conditions:

- Finalizing my start date to [proposed date].
- Clarification on the details regarding my salary, which I understand to be [agreed amount].
- Confirmation of the benefits package, including [specific benefits].

I believe these conditions will ensure a smooth transition and successful start in my new role. I look forward to your confirmation, so we can finalize the details.

Thank you once again for this opportunity. I am looking forward to joining [Company Name] and contributing to its success.

Sincerely,
[Your Name]